



City of Kingman, Arizona

Classification: Program Aide – Part Time
Department: Parks and Recreation
Accountable To: Program Assistant, Program Supervisor, and/or Recreation Coordinator
Created/Revised Date: October 2015
FLSA Status: Non-Exempt **Salary Grade:** Part-Time **Band:** A **EEO4:** 8

GENERAL DESCRIPTION OF POSITION:

This class is the first level in a three level Program series. Incumbents are responsible for performing entry level duties in support of recreational programs. Assists staff in providing recreation programs and activities to youth and adults of the community and in planning activities, preparing facilities for scheduled functions and supervising participants.

SUPERVISION RECEIVED:

Works under general supervision of department recreational staff.

SUPERVISION EXERCISED:

Exercises supervision of the program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Assists the Program Assistant with daily attendance, scheduling and implementation of daily activities, as assigned by the Program Assistant and/or Program Supervisor.
- Assists with organizing activities for recreational programs. Work may include: assisting with the planning, preparing and conducting of activities, games, crafts, field trips, and indoor/outdoor activities. Maintains appropriate discipline and program decorum.
- Greets customers and patrons, responds to inquiries and requests, and provides information, assistance or instruction regarding program policies, procedures, and activities.
- Provides guidance, supervision, care and activities for various program participants and activities.
- Responsible for maintaining communication between staff and participants.
- Prepares equipment, facilities and service areas for daily activities. Stores and secures equipment, facilities or service areas at close of operation.
- Observes all necessary precautions to secure the safety of participants.
- Performs facility supervision and take necessary precautions to maintain the programs and facility in the manner in which they have been designed
- Maintains order, safety and cleanliness of service areas and equipment by following procedures and enforcing operational rules and regulations. Performs basic cleaning and sanitizing of facilities and program areas.
- Identifies and reports unsafe conditions, assists with general maintenance and/or initiates repair requests.
- Attends all necessary meetings and trainings as scheduled.
- Completes written materials such as: daily attendance, accident/incident forms, timesheets, evaluations and other related records and reports.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, afternoons, evenings, weekends and holidays as needed.

- May be required to assist with special events and other department programs and activities where needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Peripheral Duties:

- Assists in the supervision of program volunteers.
- May operate golf cart on park premises.
- If 18 yrs of age or older, may operate a city vehicle to run errands and attend to events.
- As needed, unlock and lock facilities.
- Performs related duties as required.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum of 16 years of age or older.
- Some experience working with youth or adult programs OR
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Knowledge:

Basic knowledge of customer service principles and practices; recordkeeping practices; Basic principles and practices in assigned area of responsibility; First aid and CPR for proper response in an emergency situation; Federal OSHA and State and County regulations and City policies regarding safe work practices; A large variety of recreational activities suitable for children, adolescents, and adults.

Skills:

Skill in the effective, safe operation of listed tools and equipment; Utilizing computer hardware and software to accomplish work assignments (i.e., Microsoft Office) and demonstrate proficiency to update documents, spreadsheets, and databases.

Abilities:

Ability to: Understand and follow directions given by immediate supervisor; Adhere to program standards and objectives outlined in city policy and by supervisors; Accompany groups of all ages on field trips and off-site activities; Enforce sport and activity rules and regulations; Enforce discipline; Open, prepare, and supervise the use of, and break down and close of a recreational facility and/or special event, which may include site prep, rearranging classrooms and moving furniture and equipment; Operate a motor vehicle safely, if assigned; Keep and maintain complete and accurate manual and electronic records; Establish and maintain effective working relationships with other City employees and the public; Respond to requests and inquiries courteously; Perform basic arithmetic calculations; Communicate effectively both orally and in writing; Use equipment and tools properly and safely; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, and the public; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts and hours for department held events and activities to include the working of early mornings, afternoons, evenings, nights, weekends, and holidays as scheduled and as necessary; and work in different weather conditions with exposure to the elements.

Special Requirements:

Some assignments may require valid Arizona state driver's license or ability to obtain one. Possession of Cardio-Pulmonary Resuscitation/First Aid Certification or ability to obtain certification within 60 days of assignment to position.

WORK ENVIRONMENT:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____